



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, RED CLOUD
UNIT # 15707
APO AP 96258-5707

Policy Letter 8-3

IMKO-AA-HR

24 SEP 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Awards and Recognition Program

1. **REFERENCES:**

- a. Title 5, United States Code, Chapter 45
- b. Code of Federal Regulations, Title 5, part 451
- c. Army Regulation 672-20, Incentive Awards
- d. Army Regulation 215-3, Nonappropriated Funds Personnel Policies and practices

2. **POLICY:** It is the US Army Garrison-Red Cloud/Area 1 policy to recognize our US civilian and Korean national work forces for their outstanding accomplishments and contributions in a timely manner; ensure program oversight, and apply program procedures consistently to ensure equitable distribution of awards throughout the Garrison and alleviate the use of "End of Year" awards.

a. Background – The goal of the Incentive Awards Policy is to foster mission accomplishment by recognizing superior performance and accomplishments; and to motivate employees to high levels of performance and service. Incentive awards are not mandatory **nor an entitlement**, but managers are encouraged to recognize employees' exemplary achievements through the use of the Incentive Awards Program.

b. Common sense and Army regulation tell us those monetary and honorary awards for performance or achievement will not be submitted for an employee who has current EEO complaints or adverse actions pending against them and a past history of adverse findings in EEO complaints or adverse actions based on performance or conduct. If there is a past adverse action based on conduct or performance, the commander may submit an award after evaluating the underlying facts and certify the nomination is not inconsistent with attainment of EEO affirmative action goals, and will not reflect adversely on the Department of the Army.

c. The Directorate of Human Resources (DHR) will maintain administrative control over the incentive awards program, both honorary and monetary. The DHR will provide advice and assistance to the Garrison Commander, Deputy to the Garrison Commander, and Directors/special Staff Officers as required.

This policy letter can be found at <http://redcloud.korea.army.mil/policy.asp>

3. Incentive Awards – The approval authorities for monetary and honorary awards are outlined in Appendix A. Individual monetary awards above 3% must be justified in writing and forwarded to the DHR for Garrison Commander or Deputy to the Garrison Commander approval.

a. Monetary Awards - Monetary recognition should be awarded in a timely manner throughout a civilians' career in addition to farewell gesture at separation or retirement. Honorary awards maybe given to civilian employees at any time during the tenure of their careers, including occasions such as retirement, transfer, or separation provided the individual's accomplishments fully meet the criteria for the particular award.

(1). Performance - Directors/special Staff Officers may approve up \$2,500 or 3% of an employee's base salary, whichever is less. The Garrison Commander and Deputy to the Garrison Commander retain approval authority for those awards exceeding 3%. Directors/special Staff Officers must certify through the Resource Management Office that funds are available in their budget to cover to cost of the award. Performance awards are to be given in recognition of high level performance for a specific period. Employees with Exceptional or Highly Successful ratings may receive a performance award. Performance awards are to be used to reward past performance and as an incentive to stimulate future high-level performance.

(2). Quality Step Increase. All nominations for QSI (GS only), must be justified (in writing) and approved by the Garrison Commander or the Deputy to the Garrison Commander. Employees may not receive more than one QSI in any 52-week period. Submission packet will consists of a written justification and a copy of the employees Exceptional/Highly Successful rating of record for the current rating period. Additionally, an employee may not receive a QSI if they have received a performance award based in whole or in part on the performance being recommended for the recognition. The QSI will not change the effective date of the employee's normal within-grade pay increase except when receipt of a QSI places an employee in the fourth or seventh step of a grade, the waiting period then gets extended by 52 weeks under the graduated waiting-period schedule prescribed by section 5335(a), title 5, United States Code (10 USC 5335(a).

4. Superior Accomplishment Awards – SAA's are given to recognize a meritorious personal effort, act, or service accomplished within or outside assigned job responsibilities. When an award is given for an accomplishment within job responsibilities, the act or service must significantly exceed normal expectations.

a. Special Act or Service award. Directors/special Staff Officers may approve SAA ranging from \$25.00 to \$500.00. Nominations for higher dollar amounts must be approved by the GC or the DGC IAW AR 672-20, Incentive Awards. Justification must include a description of the specific achievement and show how tangible benefits were computed. Recommendations based on intangible benefits will identify the VALUE of the benefit and EXTENT of application appropriate for the achievement recommended for recognition.

b. On-the-Spot award. Directors/special Staff Officers may approve On-the-Spot cash awards ranging from \$25.00 to \$300.00. Justification must include a description of the achievement. On-


the-Spot awards are for small day to day accomplishments. Processing OTS awards will be accomplished as expeditiously as possible.

c. Time off award. Directors/special Staff Officers may approve up to 40 hours. First line supervisors may approve TOA ranging from 1 hour 8 hours annually. Employees may receive no more than 40 hours for any single contribution and no more than 80 hours during the leave year. TOA may be used alone or in combination with monetary or nonmonetary awards. Contribution must directly support the Army mission or result in benefits to the Government. TOA's must be scheduled and used within one year of the approval date. TOA's DO NOT convert to a cash payment under any circumstances.

5. Honorary Awards – These awards are an excellent means for supervisors to recognize and reward SUPERIOR performance demonstrated during an individual's career. They may be given at any time in their careers provided the individual's accomplishments meet the criteria for the particular award. Supervisors have a responsibility for ensuring that deserving employees are recommended and nominated for these awards. Keep in mind that when nominating employees for honorary awards, that we consider the succession in which honorary are to be given. An exception to the succession guidance is possible if you have a nominee who has performed his/her duties in an exceptional manner in which the achievement affected large-scale savings or were of major significance in advancing missions of DA, Department of Defense, and the Federal Government. Approval authorities for all honorary awards can be found in Appendix B.

6. Restrictions – The same act or service cannot serve as the basis for more than one monetary award. However, a monetary and honorary award may be given to civilian employees for the same act or achievement if the criteria for each award are met and the Regional Director approves.

7. The point of contact for this memorandum is Ms. Renee Tucker, US Army Garrison-Red Cloud/Area 1, Director of Human Resources, DSN 315-732-7189.



W. H. DODGE
Colonel, SF
Commanding

DISTRIBUTION:

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APPENDIX A
MONETARY AWARDS

AWARD	AMOUNT	APPROVAL AUTHORITY	AWARD REQUIREMENT
Performance (GS only)	Up to \$2,500 or 3% of the employees base pay-whichever is less	Directors/special Staff Officers. Excess of 3% requires approval from the GC or DGC.	An annual rating of Exceptional or Highly successful.
Special Act or Service	\$25.00 to \$500.00	Directors/special Staff Officers. Excess of \$500.00 requires approval from the GC or DGC.	A well written justification.
On-The-Spot	\$25.00 to \$300.00	Directors/special Staff Officers. Excess of \$300.00 requires approval from the GC or DGC.	Justification must include a brief description of the accomplishment.
Quality Step Increase	Equivalent to a Within Grade Increase (WIGI)	Garrison Commander or the Deputy to the Garrison Commander. NO EXCEPTION.	Justification must be strong enough to support nomination.
Time Off Award	Up to 1 day (8 hours).	First Line Supervisor.	Management discretion
	Up to 5 days (40 hours);	Directors/special Staff Officers.	Contribution must directly support the Army mission or result in benefits to the Government.
	Over 5 days (40 hours) NTE 10 days 80 hours.	Garrison Commander or the Deputy to the Garrison Commander. NO EXCEPTIONS.	

APPENDIX B

HONORARY AWARDS

AWARD	APPROVAL AUTHORITY	USAG-RC/AREA 1 REQUIREMENTS	MILITARY AWARD
Decoration for Exceptional Civilian Service	Secretary of the Army	Award is reviewed by IMCOM-Korea Incentive Awards Board for recommendation to Region Commander	Distinguished Service Medal
Meritorious Civilian Service Medal	MACOM Commanders	Award is reviewed by IMCOM-Korea Incentive Awards Board for recommendation to Region Commander	Legion of Merit
Superior Civilian Service Award	CDR's MG and above/Civ. equiv	Award is reviewed by IMCOM-Korea Incentive Awards Board for recommendation to Region Commander	Meritorious Service Medal
Commander's Awards for Civilian Service	CDR's COL and above/Civ. equiv	GC will approve these for civilian's employees and sign the certificate. Military approval is CDR IMCOM-Korea	Army Commendation Medal
Achievement Medal for Civilian Service	CDR's LTC and above/Civ. equiv	GC will approve these awards for civilian/military and sign the certificate.	Army Achievement Medal
Certificate of Achievement	Maybe delegated to Directors	Director and local Commander are authorized to approve this award and sign the certificate.	Certificate of Achievement